

Job Profile

Job Title: **Lunchtime Assistant**

Job No:

Reports to: **Deputy Head**

Hours: **Part-time**

Location: **Arundel Court Primary School, Portsmouth but required to work at any location where business is conducted that is within reasonable distance of the academy.**

Function of the post:

You will be responsible for the setting up and clearing of the hall for lunches, ensuring that during the lunch periods pupils are in a clean and safe environment. In addition, promoting positive play and pupil behaviour whilst eating and playing in line with the standards expected of the School, and that pupils are ready to return to class on time.

Principal Accountabilities

1. Supervise pupil behaviour whilst pupils are engaged in positive play and whilst eating lunch.
2. Ensure that the dining area is clean and prepared prior, during and after meal breaks, ensuring spillages of food or liquid are cleaned immediately and that the environment is kept safe to prevent accidents.
3. Ensure pupils have eaten and are ready to return to class within the allocated time period.
4. At the end of the lunchtime, within a restricted time scale, ensure the hall is tidied and cleared, with all furniture and equipment safely stored away so that the hall is safe and ready to use by the School.
5. Maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs advised to you in line with School procedure.
6. In a fair and consistent manner, encourage good behaviour and conduct in line with the School Policy, maintaining a calm and understanding approach, whilst ensuring that unacceptable behaviour is managed and reported in line with School procedure.
7. Positively promote physical activity and play during the lunchtime period to support pupil wellbeing.
8. In the event of an injury or accident ensure the matter is dealt with in line with School Policy and procedure.

Other Duties

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, The University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

Equality and Inclusion:

We believe that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the School has a number of policies that you should ensure you are familiar with and compliant to. All policies are available from the Headteacher. Any breaches may lead to termination of employment.

Right to Work:

Current British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. For further guidance and information contact the Headteacher.

Health & Safety:

To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on your own work and that of others. You should familiarise yourself with the School's Health and Safety policies.

Sustainability and Environment:

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives and supports the School in continuously seeking to find ways to improve its environmental performance. Staff are required to support these aims.

Data Protection:

You will be responsible for ensuring that workplace responsibilities such as confidentiality, treatment of personal information and records management are carried out in compliance with the requirements of the Data Protection Act 1998 and the Employment Practices Data Protection Code 2002.

Safer Recruitment:

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

Staff will be subject to a satisfactory Disclosure Service certification as part of the recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.homeoffice.gov.uk/dbs.

Principal Attributes and Person Specification:

- Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.
- Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable	Evidenced through
Knowledge and Qualifications	Knowledge of principles of school procedures for supervision of pupils during midday break	First Aid certificate, or willingness to train Knowledge of current national policies relevant to child protection and health and safety within a primary school environment General understanding of effective strategies that underpin positive behaviour at primary school level, and which recognises and rewards effort and achievement	Application Interview References
Skills	Good interpersonal and communication skills that enable effective engagement and instructions to be understood by pupils Ability to communicate effectively and build good working relationships with staff, pupils and other stakeholders relevant to the post Cleaning skills appropriate to ensure good hygiene during meal times	Administrative skills that enable policies and procedures to be effectively undertaken Ability to encourage and support children in engaging in games and activities that promote physical activity and support the children in learning to play together.	Application Interview References
Experience	Establishing positive relationships with children that encourages and enables child development Working with young children in a relevant environment	Previous experience of working with children in a primary school setting Experience of working within an Academy Experience of implementing strategies that promote positive behaviour	Application Interview References
Personal attributes	Positive and approachable, with calm, patience and the presence to inspire confidence and trust, combined with an enthusiasm to see children progress and develop Willing to work flexibly as the needs and demands of the school fluctuate Adaptable and sensitive when dealing with challenging situations with the ability to be reflective and self-critical and to respond to feedback, understanding the need for confidentiality Strong working ethos with a high level of commitment to the school and its values		Interview References

February 2018